

SAE International

Assistant Treasurer Position Description

EXECUTIVE NOMINATING COMMITTEE

SAE International

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Basic Function

The Assistant Treasurer assists the Treasurer in the performance of the duties of the Treasurer and exercises such other powers and duties as may be assigned to the Assistant Treasurer from time to time by the Board of Directors (Board), the President or the Treasurer. At the direction of the Treasurer or, in the absence or disability of the Treasurer, the Assistant Treasurer performs the duties of the Treasurer.

Nature and Scope

1. Position Information

The Assistant Treasurer's stature should be consistent with that of the most respected mobility-engineering society in the world. Demonstrated interest in SAE, devotion to its advancement and availability to serve its interest should be thoroughly considered. The Assistant Treasurer must be a voting member of SAE and shall be an individual who will have served on the Finance Committee and/or have served on the Board of Directors.

Preference should be given to individuals who have served on the Board and the Finance Committee. The Assistant Treasurer is nominated by Executive Nominating Committee every second year, one year in advance of assuming the office and must be elected by the voting members. The Assistant Treasurer's term commences with the convening of the organizing meeting of the new Board.

The Assistant Treasurer is eligible to serve for no more than two (2) elected two (2)-year terms. After having served in this manner, the Assistant Treasurer is no longer eligible to serve again as Assistant Treasurer, but may be nominated to serve as Treasurer. (Interim temporary appointments by the Board of Directors, should they occur, do not constitute to this post and do not factor into the maximum of four (4) years.)

Because of the time needed to gain experience as the Assistant Treasurer and in order to provide continuity to the numerous committees on which the Assistant Treasurer serves, it is generally desirable that the individual elected to this position be prepared to be nominated to serve two (2) two (2)-year terms.

As an elected officer of SAE, most of the Assistant Treasurer's activities will be related to serving as an officer of the Board, a member of the Finance Committee and several other committees as designated in the Board's *Policy Manual* (Role of the Treasurer and Assistant Treasurer G-6).

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Since the Finance Committee has been assigned the duty to supervise the financial affairs of SAE, many of the duties frequently incident to an office of Treasurer, and thus the Assistant Treasurer, (which includes controlling the flow of cash through the organization, maintaining the integrity of funds, investments and other valuable documents) will be accomplished by membership on this committee.

The Assistant Treasurer, along with the Finance Committee, receives and reviews financial statements prepared by staff and is responsible for understanding these reports, in order to formulate fiscal policies and make recommendation to the Board. In addition, the Finance Committee, of which the Assistant Treasurer is a voting member, receives from staff, and modifies and approves for recommendation to the Board, the SAE business plan in concert with the Board approved SAE Strategic Plan.

On a monthly basis, the Assistant Treasurer reviews for audit all SAE checks over \$15,000. The signing and execution of other checks, contracts and other instruments and documents, and in the voting and acting with respect to stock and other securities owned by SAE, is delegated to staff, and the Treasurer and Finance Committee prescribe the policies for these activities to the Chief Financial Officer of Financial Services through the Chief Executive Officer.

2. Performance Requirements

The Assistant Treasurer must exercise those qualities of stature, personality, talent and performance which brought about the nomination and election. Thus, for this position, human-relation skills are important in the highest degree.

The Assistant Treasurer must have the ability to:

- ▶ Read, understand and interpret financial and investment reports.
- ▶ Understand and participate in financial planning.
- ▶ Appraise economic and social forces and government influences, and interpret their effect upon SAE.
- ▶ Understand and participate in the establishment and administration of:
 - Investment policies and procedures
 - Financial policy affecting budgets and expenditure of funds
 - Banking arrangements
 - Insurance coverage arrangements

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- Compensation and retirement policies and procedures
- ▶ Motivate and generally influence the actions of others.
- ▶ Maintain courteous, friendly and constructive relationships with peers, staff and other leaders and business contacts.
- ▶ Chair meetings of various sizes and types.

Expected Results

Within the limits of the Articles of Incorporation, the Bylaws and the *Policy Manual*, and in partnership with the Treasurer, Chief Executive Officer and the Chief Financial Officer, the Assistant Treasurer is responsible and has commensurate authority to accomplish the duties set forth below:

1. Serve as a member, with a right to vote on the:
 - ▶ Board of Directors
 - ▶ Compensation Committee
 - ▶ Administrative Committee & Trustees of the Employee Retirement Income Plan; serves as Chair.
 - ▶ Trustees of the SAE Employee Beneficiary Association Trust; serves as Chair.
 - ▶ Finance Committee
 - ▶ Financial Audit Committee
 - ▶ Board Planning Committee
2. On a monthly basis, the Assistant Treasurer reviews for audit all SAE checks over \$15,000.
3. Works with SAE management in planning, formulating and presenting to the Finance Committee basic policies and programs, including the business plan and budget, which will further the SAE's purpose and Strategic Plan.
4. Support and defend policies and programs adopted by the Board.

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5. Perform such other duties as may be prescribed from time to time by the Board, the President or by the Treasurer.